



FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION	RELEASE DATE:	Tuesday, August 3, 2010
POSITION TITLE:	CEA 2, DEPUTY DIRECTOR, RESULTS AND EVALUATION	FINAL FILING DATE:	Wednesday, August 18, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08032010_1

POSITION DESCRIPTION

The CEA 2 will act as Deputy Director, Results and Evaluation, for First 5 California. Under the general direction of the Chief Deputy Director, incumbent will be responsible for comprehensive oversight of significant evaluation and research projects funded by First 5 California. Incumbent will provide technical leadership and high-level policy development and advice related to the evaluation of both state and county programs.

The Deputy Director, Results and Evaluation, First 5 California will perform all duties in accordance with First 5 California management guidelines and policies, strategic plan, State Administrative Manual and regulatory directives, MicroSoft Office and Outlook as well as any specialized software and research and evaluation methodologies. Duties and responsibilities must also comply with the California Children and Families Act (the Act) that includes a mandate to expend three percent of the funds for research and development of best practices and standards.

A primary responsibility of this position is to lead and develop policies and practices related to the evaluation of statewide programs funded by First 5 California. The results will influence internal and external policy relating to the evaluation of health and education program services for children ages 0 to 5. The incumbent will manage multi-year, multi-million dollar contracts in order to ensure comprehensive statewide research and evaluation efforts are carried out. Incumbent will also provide technical expertise and leadership to the 58 county commissions in conducting multi-faceted research, evaluation, focused studies, surveys, and analyses with the following objectives:

Ensure evaluation of State and county Proposition 10 (Prop 10) activities designed to demonstrate the effectiveness of Prop 10 funding on the lives of children prenatal to age 5, their families, their caregivers, and their communities. Ensure research, evaluation, and study activities will provide documented and compelling data and information to the public, Governor, Legislature, state and local policy makers, and opinion leaders on the effects and outcomes of Prop 10. Ensure research and evaluation program activities will identify best and promising practices, specific longitudinal

research studies, and analysis of existing strategies to support the continuous improvement of implemented programs and proposed strategies. Ensure activities will serve to build local, regional, and statewide capacity for evaluation. The research and evaluation processes will strive to ensure that all research and evaluation activities adequately consider state, regional, and national issues (Quality Rating Improvement System; Early Learning Advisory Council). Ensure evaluation activities will specifically evaluate and contribute to the growth, adaptation, and expansion of First 5 California, county commissions, and the state's commitment to ensuring school readiness for all of California's children. Ensure compliance with the Act requiring that "On or before October 15 of each year, the State commission and each county commission conduct an audit of and issue a written report on the implementation and performance of their respective functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward and the achievement of program goals including writing, review, and oversight of the preparation of goals and objectives, and the measurement of specific outcomes through appropriate reliable indicators" for transmission to the Governor and the Legislature.

In order to further support the Results and Evaluation Division, incumbent must: Manage and supervise all administrative, analytical, and technical staff including performance evaluations, scheduling, work assignments, etc. Provide contract management and oversight to all research and evaluation contractors and staff. Supervise the work of specialized researchers and/or contractors. Provide oversight for specialized studies. Develop and oversee the research design and administration of evaluations to ensure their analytical soundness.

In order to meet the ongoing mandates of the Act, incumbent serves as a member of the Management Team and will: Set policy related to research and evaluation, statistical analysis, and outcome based measures. Provide policy input to 58 county commissions related to data sets and outcome measures related to research. Provide guidance for future studies and implementation. Coordinate studies and evaluations based on direction from the legislatively-appointed State Commission

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience in the development, general oversight, and evaluation of programs, especially those that impact young children.
- Experience developing collaborative processes with local government, private sector entities, or university systems to ensure comprehensive data collection, evaluation and program development when there is no specific mandate or authority.
- Experience in outcome-based research and evaluation, including longitudinal studies, surveys, measurable objectives, statistical analysis and program development.
- Experience in giving presentations and making recommendations to boards or commissions, policy makers, special interest groups, and/or the public.
- Experience in providing leadership and guidance to a multi-disciplinary professional and technical staff.
- Experience with multi-year, multi-million dollar contract processes, including the bidding process and oversight of contractors.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 2, DEPUTY DIRECTOR, RESULTS AND EVALUATION**, with the **FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications” listed below, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of

each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION, C/O DEPARTMENT
OF GENERAL SERVICES
707 3RD STREET, WEST SACRAMENTO, CA 95605
TANYA CAREY | (916) 376-5434 | tanya.carey@dgs.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FIRST FIVE CALIFORNIA CHILDREN AND FAMILIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>